

*Carton 1*  
*ODCI*

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800010013-7

21 MAY 1958

MEMORANDUM FOR: Executive Officer  
Office of the Director

SUBJECT : Report of Records Management Survey  
Office of the Director

25X1. 1. Attached is a survey report prepared by [redacted]  
[redacted] of this staff in accordance with your request for a  
study of the mail and records activities of ODCI.

25X1

2. The cooperation and assistance given by your staff  
during the survey made it possible to develop several recom-  
mendations pertinent to the efficiency of your mail and file oper-  
ation which, I believe, you should consider.

25X1 3. In order to minimize any interruption to services  
during a change over, [redacted] will be available to assist  
in installing the recommendations you accept.

Signed

21 MAY 1958

[redacted]  
Chief, Management Staff

25X1

Attachment:  
Survey Report

Distribution:  
Original and 1 - Addressee  
 - Records Management  
1 - Management Staff  
1 - Management (Chrono)

16/5/58  
O/R  
RETURN TO ARCHIVES & RECORDS CENTER  
IMMEDIATELY AFTER USE  
JOB 65-503 BOX 1

25X1  
Mgmt. Staff [redacted] skm (16 May 1958)  
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I carried to [redacted]  
25X1  
**SECRET**